

**PAC EQUIPMENT FORM; Directions for use (please read):**  
**Return to PAC Coordinator within 5 days of submittal – fax 425-456-4584 OR**  
**12037 NE 5<sup>TH</sup> Street, Bellevue WA 98005**

Complete this form: CIRCLE the boxes in the **ROW** of equipment needed within the **COLUMN** of the school being used.  
 If available, a 'Y' will be indicated, associated costs are indicated with '\$Y'. If it is not available 'N' is indicated. A number indicates the general amount available at that school; each theater, and the equipment within, are used daily for learning. At times the full number indicated is not available.

**Add special instructions on each line or at bottom in the comments section**

Name of Event: <i>Eritrean Muslims Council</i>	Contact Name: <i>Mustafa Abrar</i>
Date of Event: <i>July 8-9, 2011</i> PAC: <i>NHS</i>	Contact Number: <i>(206) 661-8887</i>
Description of Event: <i>Family program featuring lectures, food, youth activities and socializing time. Open for all.</i>	

Add Comments in this column or at bottom ↓		IS	IHS	NHS	SHS
<b>STAGE</b>					
FULL STAGE Or		Y	Y	<input checked="" type="radio"/>	Y
HALF STAGE Or	(Mid-stage forward)	N	Y	<input checked="" type="radio"/>	Y
APRON ONLY	(In front of Grand curtain- generally used for lectures)	Y	Y	Y	Y
Grand Curtain Set	Circle one of the following: 1) Down & closed 2) Down & open 3) Stage Framed				
Podium	Identify which side of stage	Y	Y	<input checked="" type="radio"/>	Y
Choir Risers	Associated Costs & for public users only; Must be Ordered; 4 sections, 3 risers/20 students per section -- no backs	\$Y	\$Y	\$Y	\$Y
Shells	Associated Costs to public users	N	\$Y	\$Y	\$Y
Clouds	Associated Costs to public users	N	N	\$Y	\$Y
<b>LIGHTING</b>					
House/Lecture	Audience and apron only lights only	Y	Y	<input checked="" type="radio"/>	Y
Standard	Can be operated by User from panel	Y	Y	<input checked="" type="radio"/>	Y
Custom	Requires Technician -- Specific; Include info on spots & genie lift	\$Y	\$Y	\$Y	\$Y
<b>AUDIO</b>					
Use of most all items below requires a technician					
Choir Mic		2	2	0	2
Stage Monitor		4	4	4	4
Wireless Mic		1	2	<input checked="" type="radio"/>	2
Floor Mic		0	4	0	3
Directional Corded Mic		5	8	<input checked="" type="radio"/>	8
Communication Head-Sets		6	6	<input checked="" type="radio"/>	6
Projector (permanently mounted)	User must bring in computer to project presentations/dvds	Front	Front	<input checked="" type="radio"/>	Rear
Projection Screen	Permanently mounted in front of main curtain at all schools	Y	Y	<input checked="" type="radio"/>	Y
CD Player		Y*	Y*	Y	Y*
DVD Player		Y	Y	N	N
Assisted Listening Devices		N	Y	Y	Y
Mic Stands	<i>2 stands</i>	Y	Y	<input checked="" type="radio"/>	Y
Music Stands	Must be Ordered -- in bulk of 30; 60 total; for public users only	Y	Y	Y	Y
Piano	Uprights only; flat use fee of \$120.00 (tuning costs) to all except residing school	\$Y	\$Y	\$Y	\$Y
<b>Other</b>					
Locking Fly Rail	Requires Technician	N	Y	Y	Y
"Green" Room	List items needed, i.e., tables, chairs	Y	Y	Y	Y
Ticket Booth		N	Y	<input checked="" type="radio"/>	Y
Coat Room		N	N	N	Y
Orchestra Pit	Associated Cost: Flat Fee of \$100.00 cover removal/installation	N	\$Y	\$Y	\$Y
Lobby		Y	N	N	Y
Other Rooms Needed	List other rooms being used				

\*cannot accepted MP3 formatted disks

**Additional Comments:** (please be as specific as possible, we will be using this to support your event)